

Thomas Telford School



Charging and Remissions

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Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

Charging

Sometimes, curriculum activities take place off site which incur costs for which we ask parents to make a voluntary contribution. Examples include activities such as a visit to the theatre to see a play which is part of their English course or a field trip to cover an essential element of a Geography course etc.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- *Materials: the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product;*
- *Acts of vandalism and negligence: the Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or conscious negligence by a student;*
- *School trips and residential in School time: the board and lodging element of the residential experience and outdoor pursuit courses;*
- *Activities outside School hours: the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;*

Remissions

Non Essential Enrichment Activities

If the event is seen to be an essential part of the curriculum, all students will attend irrespective of the parents not making a voluntary contribution. This is to ensure that their preparation for examinations will not be compromised. In these circumstances, where the parent of a student is in receipt of qualifying state benefit(s) they will have the full costs covered and requests for a voluntary contribution will not be made.

Non Essential Enrichment Activities

For activities that are not an essential part of the curriculum for example a Ski trip, a Football tour or a visit to the bowling alley, parents must cover the full costs for the student to be able to attend. In these circumstances, the Governing Body may remit charges in full or in part after considering specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. All applications relating to support should be addressed to the Headmaster's Professional Assistant kburnett@tsonline.net. If appropriate the Headmaster will

authorise remission in consultation with the Chair of Governors.

Insurance

Any insurance costs will be included in charges made for trips or activities.

Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School.